



## HARASSMENT PRODECURES FOR STUDENTS

These procedures cover complaints from one College member about another.

IF YOU FEEL THAT YOU HAVE BEEN HARASSED, SPEAK TO ONE OF THE FOLLOWING PEOPLE:

The Domestic Bursar	01865 279135	<a href="mailto:domestic.bursar@queens.ox.ac.uk">domestic.bursar@queens.ox.ac.uk</a>
The Senior Tutor	01865 279175	<a href="mailto:senior.tutor@queens.ox.ac.uk">senior.tutor@queens.ox.ac.uk</a>
The Dean	01865 289057	<a href="mailto:decanal.team@queens.ox.ac.uk">decanal.team@queens.ox.ac.uk</a>
College Harassment Advisor	01865 279192	<a href="mailto:equalities.advisor@queens.ox.ac.uk">equalities.advisor@queens.ox.ac.uk</a>
University Harassment Advisor	01865 270760	<a href="mailto:harassment.line@admin.ox.ac.uk">harassment.line@admin.ox.ac.uk</a>
Director of Student Welfare	01865 280444	<a href="mailto:swss@admin.ox.ac.uk">swss@admin.ox.ac.uk</a>

You can speak to the people above at any time during this process.\*

If these actions do not resolve the situation, or would not be appropriate given the nature of the complaint, proceed to an informal complaint.

### Complaint against a Queen's student

#### Initial action

If it is safe to do so and you feel able, write to or tell the person that you are unhappy with their behaviour. You can talk through what you might write with one of the contacts above.

### Complaint against a member of staff

#### Initial action

The person against whom the complaint has been made will be handled through the College's disciplinary code.

INFORMAL COMPLAINT: contact one of the College's Harassment Advisors (details above).

FORMAL COMPLAINT: submit a written complaint to the Dean (details above). The Dean or their nominee will contact the alleged harasser and an investigation will take place.

OUTCOME: both parties will be informed in writing of the conclusion of the investigation, the action the Dean decides to take, and the reason for this action. The Director of Student Welfare and Support Services' Office will also be informed to ensure that the appropriate support is put in place.

Thereafter, further review can be sought by the Conference of Colleges Appeals Tribunal (CCAT). If all mechanisms of appeal within the University are exhausted an application to view the case can be made to the Office of the Independent Adjudicator for Higher Education (OIA). The complainant should seek advice from the Student Welfare Lead or a Harassment Advisor if they are considering taking this action.

College's harassment policy: [www.queens.ox.ac.uk/equality-information](http://www.queens.ox.ac.uk/equality-information)

\* These contacts may be obliged to investigate and may need to share information; they will, other than in exceptional circumstances, follow the guiding principle of asking for your permission to liaise with others. You will be kept informed at every stage. Your conversation with these contacts will be confidential, unless they fear for your or others' safety. The support services and welfare contacts are also available to the alleged harasser.

For more information on confidentiality regarding student health and welfare issues: [www.ox.ac.uk/students/welfare?wssl=1](http://www.ox.ac.uk/students/welfare?wssl=1)